

MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING
4173 39th Street, Port Arthur, Texas
November 30, 2005

I. CALL TO ORDER

The Board of Directors of the City of Port Arthur Section 4A Economic Development Corporation met in a Special Meeting on November 30, 2005. The meeting was called to order at 5:34 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following board members were present: Richard Wycoff, Barbara Mulroy, Kim David Klahsen, Kerry Thomas, and Antonio Aguilar. Board member Linda Spears arrived at 5:37 p.m.

The invocation was given by Kerry Thomas.

The Pledge of Allegiance followed the invocation.

III. MINUTES

None.

IV. PETITIONS & COMMUNICATIONS

A. Presentations

None.

* Mr. Batiste took this time to introduce Karina Figueroa, the new temporary receptionist for the corporation.

B. COMMUNICATIONS

None.

V. ACTION ITEMS

1. To discuss and consider the approval of invoices.

The board removed the invoice of Amelia Lawn Care and the City of Port Arthur water bill. The remainder of the invoices were approved. The board also voted to take a full page ad in the Community Calendar through payment of its invoice. The motion to approve the invoices with the two aforementioned invoices was made by Linda Spears and seconded by Kerry Thomas. The vote was unanimous and the motion carried.

2. **To discuss and consider the approval of a cell phone allowance for EDC board members and staff.**

Jana Barnes, Administrative Assistant explained the City of Port Arthur's cell phone policy in that when a phone is purchased there is a reimbursement of \$75 and there is a \$40 per month cell phone allowance. A motion to adopt this same policy was made by Kerry Thomas and seconded by Richard Wycoff. The vote was unanimous and the motion carried.

3. **To discuss and consider the approval of an agreement with SETCAST/Lamar University for the video production of EDC board meetings and payment of the invoice associated with this agreement.**

Linda Spears asked Mr. Stanley if a Memorial High School student could in some way be mentored through his program. He said that they could and that his program has a similar program in place with BISD. She requested that staff look into this matter further. A motion to approve this agreement was made by Barbara Mulroy and seconded by Richard Wycoff. The vote was unanimous and the motion carried.

4. **To discuss and consider the renewal of the corporation's membership with WEDA (World Economic Development Alliance) and payment of the annual invoice associated with this membership.**

The staff reiterated how important they believe the relationship between WEDA and the corporation could be. The motion to enter into this agreement was made by Linda Spears and seconded by Richard Wycoff. The vote was unanimous and the motion carried.

5. **To discuss and consider the renewal of a contract with M.D. Arena for grasscutting/bushhogging at the Port Arthur Business Park.**

The motion was made by Linda Spears and seconded by Richard Wycoff. The vote was unanimous and the motion carried.

6. **To discuss and consider the approval of the Master Plan for the Port Arthur Spur 93 Business Park.**

The City Attorney gave a presentation regarding the master plan. Linda Spears made a motion to adopt the Master Plan as a guide only. Barbara Mulroy seconded the motion. The vote was unanimous and the motion carried.

A motion was made to renumber the lots in Tract 1 of the business park to two ten acre lots and two eight acre lots and to number them Lot 1A (10 acres), Lot 1B (10 acres), Lot 1C (8 acres), and Lot 1D (8 acres). This motion was made by Linda Spears and seconded by Kerry Thomas. The vote was unanimous and the motion carried.

7. **To discuss and consider the approval of the deed restrictions and covenants for the Port Arthur Spur 93 Business Park.**

There was a discussion regarding the changes made by the City Attorney. A

motion was made by Kerry Thomas and seconded by Barbara Mulroy to approve the covenants and restrictions with the changes discussed. The vote was unanimous and the motion carried.

8. To discuss and consider the approval of the meeting schedule for the corporation for the year 2006.

A motion was made to go to bimonthly meetings on Wednesday evenings at 5:30 p.m. in 2006. The motion was made by Kerry Thomas and seconded by Linda Spears. The vote was unanimous and the motion carried.

VI. REPORTS

1. Report on staffing.

Mr. Batiste apprised the board of the changes in staffing. That Ms. Figueroa would come in temporary. He also stated that the corporation had posted the job of a part-time custodian and an Administrative Secretary.

2. Report on a retreat for EDC Board members.

Details were given about a proposed retreat to be held on the second week on January 2006, possible at the Chain O' Lakes resort in Cleveland, Texas.

VII. EXECUTIVE SESSION

The board retired to executive session at 7:41 p.m., and reconvened at 8:38 p.m.

After executive session the board made a motion to send a resolution to City Council reconsidering the resolution that the EDC has to move downtown at least for the next two years to account for the lack of contractors available and the cost of materials, and/or building space due to Hurricane Rita. The motion was made by Barbara Mulroy and seconded by Kerry Thomas. The vote was unanimous and the motion carried.

VIII. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

1. Approval of a contract for the EDC's website.
2. Presentation from Amelia Lawn Care regarding the business park.
3. Status of marketing for MLK Day.
4. General litigation umbrella for next executive session.
5. Retreat for EDC board members and staff.
6. Releases of easements at the medical park.
7. Stipends for board members.

8. 4B Propositions for May ballot.
9. Reception for new CEO.
10. Mardi Gras.

IX. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Linda Spears and seconded by Richard Wycoff. It was adopted unanimously. The meeting was adjourned at 8:54 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 14th DAY OF December, 2005.


SECRETARY OF THE CORPORATION